

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

February 6, 2006

CALL TO PODIUM:

Fred Felton, Assistant City Manager

RESPONSIBLE STAFF:

Fred Felton, Assistant City Manager

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Awarding Matching Grants to Kentlands Citizens Assembly and Orchard Glen Homeowners Association (\$3,728.00)

SUPPORTING BACKGROUND:

As you are aware, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for HOA's, COA's, and other community groups to improve the appearance or safety of their neighborhoods as well as use for community events, and professional consultants.

At this point, staff is recommending that grants be awarded to Kentlands Citizens Assembly and Orchard Glen Homeowners Association. As you may recall, during the January 17, 2006 Mayor and City Council meeting a grant was approved for the Kentlands Citizens Assembly in the amount of \$653.00 for new landscaping. It was brought to the attention of staff that this grant amount was incorrect. The total dollar amount for the landscaping project for this community was \$2,612.00. Our grant program states that the total amount of the City grant can not exceed \$5,000 or 50% of the total cost of the project, whichever is less. In this instance, \$1,306.00 (50% of the total cost of the project) should have been awarded to the Kentlands Citizens Assembly. Therefore, staff is recommending that an additional \$653.00 be awarded to the Kentlands Citizens Assembly making the total amount of grant funds awarded \$1,306.00. I have enclosed a copy of Resolution R-5-06 for Kentlands Citizens Assembly awarding \$653.00 on January 17, 2006 and their original grant application for your review.

Orchard Glen Homeowners Association would like to use their grant funds to fix a drainage problem by regrading the area between the berm and the town homes. A copy of the original grant application has been attached for your review.

With the Council's approval, the communities will receive a letter explaining the total grant funds awarded and authorizing them to proceed with their projects. No City funds will be released until receipts are submitted and the work has been inspected.

DESIRED OUTCOME:

Adopt resolution.

Resolution No. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL AWARDING
MATCHING GRANTS TO KENTLANDS CITIZENS ASSEMBLY
AND ORCHARD GLEN HOMEOWNERS ASSOCIATION

WHEREAS, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for neighborhood organizations to improve their communities; and

WHEREAS, funds for this program are available from the CIP Account 99-6 (087); and

WHEREAS, the Mayor and City Council have determined that the projects outlined below are worthwhile and in the public interest:

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council that the City Manager is authorized to award the following grants upon determining that the projects are completed as proposed, in the total amount of Three Thousand Seven Hundred Twenty-eight Dollars (\$3,728.00) ; said funds to be expended from the Capital Improvements Budget as follows:

<u>Community</u>	<u>Projects</u>	<u>Amount of Grant</u>
Kentlands Citizens Assembly	New Landscaping	\$ 653.00
Orchard Glen HOA	Regrading	\$3,075.00

AND BE IT FURTHER RESOLVED that the City Manager be and hereby is authorized to waive fees for any City permit required for the project outlined above.

ADOPTED by the City Council of Gaithersburg this 6th day of February, 2006.

SIDNEY A. KATZ, Mayor
and President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in a public meeting assembled on the 6th
day of February, 2006.

David B. Humpton, City Manager

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Frederick J. Felton Date of City Council Meeting: February 2, 2006

AUTHORIZING

Purchase _____ Award Contract _____ Transfer Funds X _____ Negotiate/
Execute a Contract _____

BID INFORMATION:

Advertisement Date N/A
Newspaper(s) N/A
Bids Opened/Tabulated (date) N/A

DESCRIPTION OF ITEM(S):

CONTRACTED/PURCHASE FROM:

Kentlands Citizens Assembly (\$ 653.00)
c/o Lisen Edwards
485 Tschiffely Square Road
Gaithersburg, Maryland 21797

Orchard Glen HOA (\$3,075.00)
c/o IKO Real Estate
3403 Olandwood Court, #101
Olney, Maryland 20832

CONTRACT/PURCHASE AMOUNT: \$3,728.00

Check One: In the Amount of _____ Not to Exceed X _____

FUNDS TO BE EXPENDED FROM: Operating Budget _____ Capital Improvements Budget X _____

Account Number: CIP 99-6 (#087)

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available ✓ Not available _____

August 21, 2006
Finance Dept.

Date

Resolution No. R-5-06

RESOLUTION OF THE MAYOR AND CITY COUNCIL AWARDING
MATCHING GRANTS TO KENTLANDS CITIZENS ASSEMBLY
AND SHADY GROVE VILLAGE I CONDOMINIUM ASSOCIATION

WHEREAS, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for neighborhood organizations to improve their communities; and

WHEREAS, funds for this program are available from the CIP Account 99-6 (087); and

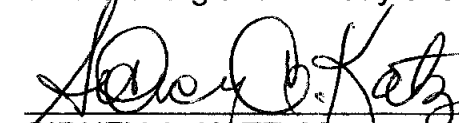
WHEREAS, the Mayor and City Council have determined that the projects outlined below are worthwhile and in the public interest:

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council that the City Manager is authorized to award the following grants upon determining that the projects are completed as proposed, in the total amount of One Thousand One Hundred Ninety One Dollars (\$1,191.00); said funds to be expended from the Capital Improvements Budget as follows:

<u>Community</u>	<u>Projects</u>	<u>Amount of Grant</u>
Kentlands Citizens Assembly	New Landscaping	\$653.00
Shady Grove Village I Condo.	Erosion Control	\$538.00


AND BE IT FURTHER RESOLVED that the City Manager be and hereby is authorized to waive fees for any City permit required for the projects outlined above.

ADOPTED by the City Council of Gaithersburg this 17th day of January, 2006.



SIDNEY A. KATZ, Mayor
and President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in a public meeting assembled on the 17th
day of January, 2006.



David B. Humpton, City Manager



DEC 29

NEIGHBORHOOD MATCHING GRANT APPLICATION

****Please note:** Grants will be considered for new projects such as lighting, installation of landscaping, tot lots, entrance features, other physical improvements, or neighborhood events.

I. Applicant Information:

Applicant's Name Kentlands Citizens Assembly
Applicant's Address 485 Tschiffely Square Rd.
Gaithersburg, MD 20878
Applicant's Telephone Number 301-948-2071
Name of Neighborhood Kentlands Number of Homes 1825
Date application submitted: 12/27/05

Does the Neighborhood have an HOA, COA or Citizens Association?

☒ Yes

☐ No

II. Project Information

Please describe the proposed improvement (attach sketches or plans as appropriate):

Updated lighting was installed earlier in the year. The Environment Management Committee is pursuing beautifying all community entrances. The proposed sketch is attached.

Please describe the need for the project and the benefit to the community:

The entrances of the community are poorly lit and the community has been asked to beautify them for the enjoyment of the community.



Has this proposed project been discussed at a meeting that was open to all residents?

☒ Yes

☐ No

When would you like to start the project?

immediately

*(653.00) - City Grant
Grant # 5-06
(Total 1,306.00)*

III. Financial Information

What is the estimated cost of the project?

\$2,612.00

***The total amount of the City Grant can not exceed \$5000 or 50% of the cost of the project (whichever is less).

How will the remaining costs be financed?

Funds have been budgeted.

Lisen Edwards

Applicant's Printed Name

Lisen Edwards

Applicant's Signature

Kentlands Community Mgr.

12/27/05

Date

FOR OFFICE USE ONLY:

Date received: 12/29/05

Date reviewed by staff: 1/10/06

Staff comments: App'd \$653.00

potomac
garden
center



12024 darnestown road
north potomac, maryland
20878
(301) 948-8890

Lisen Edwards
KENTLANDS CITIZEN'S ASSEMBLY
485 Tshiffely Square Road
Gaithersburg, MD 20878

Wednesday, August 10, 2005

PROPOSAL FOR SERVICES

Potomac Garden Center (PGC, Inc.) offers to enhance the KENTLANDS community entrance sign, at the corner of Quince Orchard Rd. & Kentland Blvd. by creating two new landscape planting beds. These matching beds will be approximately 5' x 50' in front of the KENTLANDS lettering on the entry walls and encompass the newly installed night lighting fixtures. Each of these plantings will utilize eight ornamental grasses to frame the KENTLAND name. Seventy five Black-eyed Susans will be planted directly in front of the lettering, six Iris will flank the grasses and four flats of vinca minor will fill the ends of the planting. Pricing includes labor, plant material, soil amendments, debris removal, mulching and initial watering. Potomac Garden Center could implement this enhancement for you at a cost of \$ 3,880. Please initial here to authorize this work: _____

A simpler version of these new beds (5'x50') would be limited to two ornamental grasses and nine flats of vinca per planting bed. These two new beds will cost \$1,987. Please initial here to authorize this work: lee

To further enhance this entrance please consider duplicating the planting of white Crepe Myrtles that is behind the left wall of the entrance. PGC, Inc. offers to install seven (30 gallon, 8") "Natchez" Crepe Myrtles behind the right side entry wall. Potomac Garden Center could implement this enhancement for you at a cost of \$ 3,360. Please initial here to authorize this work: _____

NOTE: To keep costs down, these young plants are smaller than the existing ones on left.

Please consider adding spring color to this planting by authorizing PGC, Inc. to plant 250 daffodil bulbs in each of these two beds (500 total bulbs).

This enhancement will cost only \$625. Please initial here to authorize this work: lee

Sincerely,
Andy McConaughy
301-252-4638

CUSTOMER ACKNOWLEDGEMENT AND AUTHORIZATION

Please proceed with the work initialed above. The authorized work comes to a total of \$ 2,612. of which a 1/3 deposit equivalent to NA is being submitted to Potomac Garden Center upon acceptance of this proposal. The balance will be paid in full upon completion of each line item authorized.

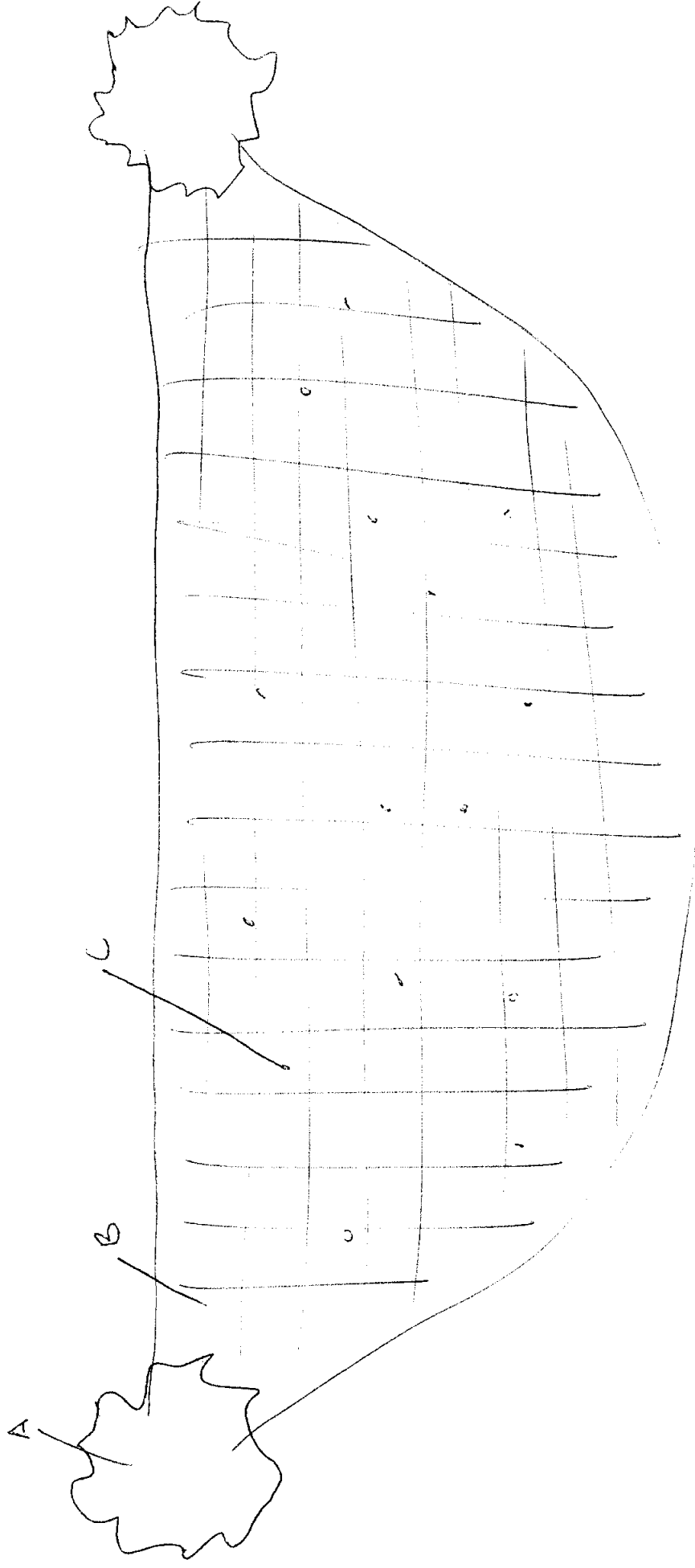
Authorized by: Lisen Edwards
Agent for Kentlands Citizens Assembly Date 12/27/05

Proposed revision:

A: Instead of ornamental grasses, a pair of 5-6' evergreen needle shrubs
(i.e. juniper, hōnōki falsecypress, sm. umbrella pine, etc.) that flank the lettering

B: virga groundcover

C: daffodil bulbs





NEIGHBORHOOD MATCHING GRANT APPLICATION

**Please note: Grants will be considered for new projects such as lighting, installation of landscaping, tot lots, entrance features, other physical improvements, or neighborhood events.

I. Applicant Information:

Applicant's Name Orchard Glen HOA / c/o Ramon Espin - Community Manager
Applicant's Address IKO Real Estate - 3403 Olandwood Ct. #101
Olney, MD 20832
Applicant's Telephone Number 301-924-4050

Name of Neighborhood Orchard Glen HOA Number of Homes 33

Date application submitted: 1/13/06

Does the Neighborhood have an ☒ HOA ☐ COA or Citizens Association?
☒ Yes ☐ No

II. Project Information

Please describe the proposed improvement (attach sketches or plans as appropriate): there

is currently a "bad" drainage problem
occurring to the grade of the land behind
the townhomes and the berm.

See Attached

Please describe the need for the project and the benefit to the community: Re-grade
between the berm and the townhomes to
alleviate the drainage problems into the townhomes.



Has this proposed project been discussed at a meeting that was open to all residents?

☒ Yes

☐ No

When would you like to start the project? ASAP

III. Financial Information

What is the estimated cost of the project? See Attached, 6,150.⁰⁰

***The total amount of the City Grant can not exceed \$5000 or 50% of the cost of the project (whichever is less).

How will the remaining costs be financed?
Reserve or Special Assessment expense

Ramon Espin
Applicant's Printed Name

[Signature]
Applicant's Signature

1/13/06
Date

3,075.⁰⁰

FOR OFFICE USE ONLY:

Date received: _____

Date reviewed by staff: 2/1/06

Staff comments: App'd 3,075.⁰⁰

November 5, 2005

Mrs. Kristin Johnston
115 Longpoint Way
Gaithersburg, MD 20879

**Re: Drainage Investigation
Longdraft Site
Montgomery County, Maryland**

Dear Mrs. Johnston:

Thank you for the opportunity to be of service. The following plan is provided in accordance with our verbal agreement for services regarding an existing drainage condition in the rear yards of several townhouses along Longpoint Way in Gaithersburg, Maryland.

Pursuant to your request, I have performed research of record documents and supplemented this information with two site visits to verify existing conditions. Attached is a copy of a plan showing my recommendations for correcting the existing drainage problem along the rear of lots 5 through 8 of Longpoint Way. No recommendations were made to alleviate the existing drainage problem behind lots 1 through 4 due to the presence of several privacy fences which appear to have been constructed in the location of a swale that previously conveyed drainage away from the site. However, the recommended improvements will reduce the storm flow draining to lots 1 through 4, thereby improving the situation to some extent.

Please understand that while I have performed this analysis with care, it is solely our interpretation of the record documents and existing conditions and any financial liability is limited to the amount of the fee paid for my services to complete this analysis.

Thanks again for allowing me to assist you on this issue. If you have any questions or comments or need additional information, please contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Johnston', with a stylized flourish at the end.

Mark Johnston

LEGEND

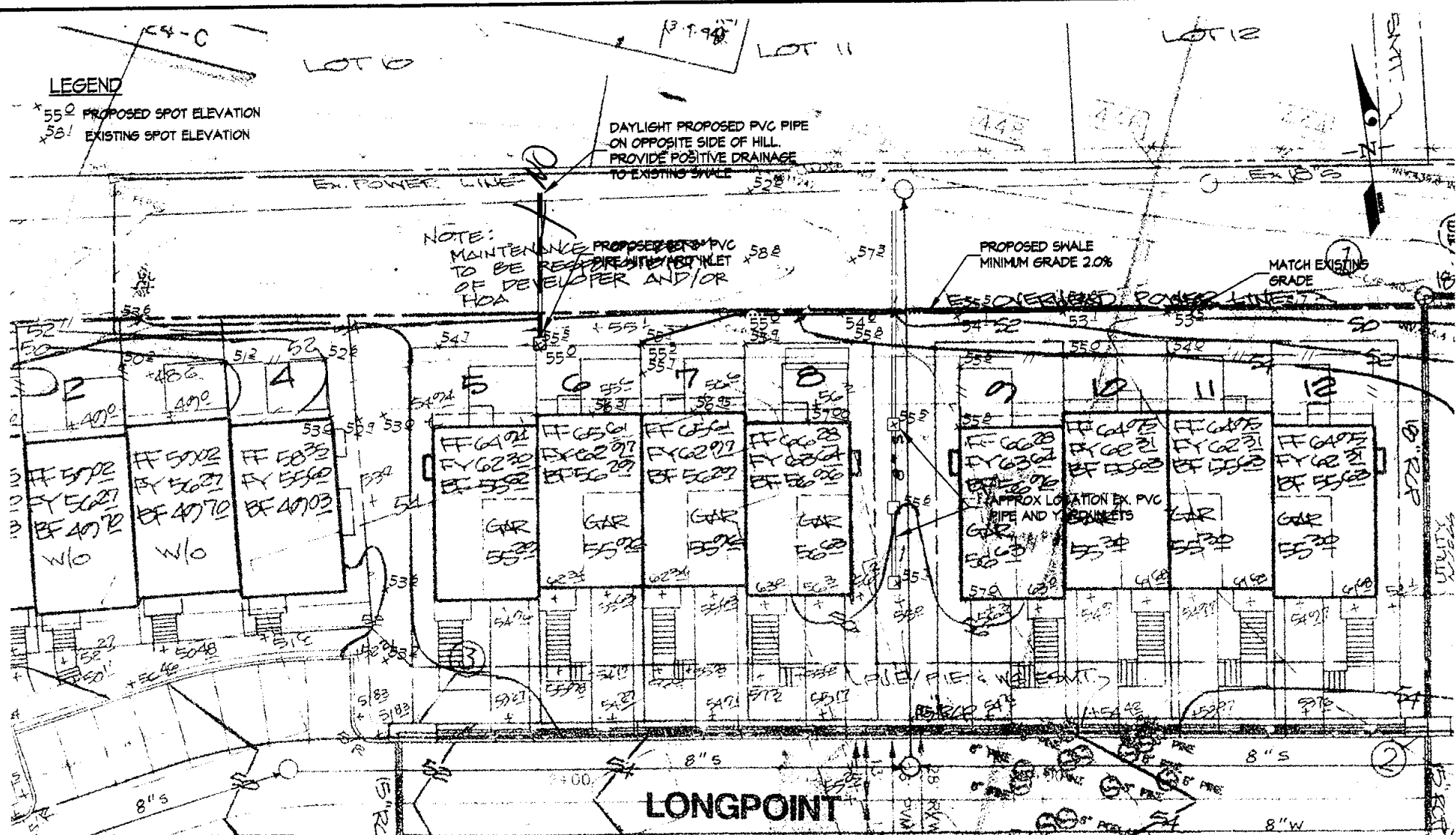
*55.0 PROPOSED SPOT ELEVATION
 *58.1 EXISTING SPOT ELEVATION

DAYLIGHT PROPOSED PVC PIPE
 ON OPPOSITE SIDE OF HILL.
 PROVIDE POSITIVE DRAINAGE
 TO EXISTING SWALE

NOTE:
 MAINTENANCE PROPOSED PVC
 TO BE RESAIDED WITH INLET
 OF DEVELOPER AND/OR
 HOA

PROPOSED SHALE
 MINIMUM GRADE 2.0%

MATCH EXISTING
 GRADE



BASE DATA FROM A SITE PLAN PREPARED
 BY REMBERRY & DAVIS, DATED DECEMBER
 1995 AND SUPPLEMENTED BY FIELD SURVEY ON
 08/21/05 FOR SPOT ELEVATIONS SHOWN
 HEREON.

LONGPOINT

**LONGPOINT WAY
DRAINAGE IMPROVEMENTS**

LOTS 4 THROUGH 9, LONGPOINT WAY
CITY OF GAITHERSBURG, MD - MARY COUNTY, MD

DATE: 10/10/05

LONGPOINT-SITE.DWG



Bid Submittal

#05 SRS

DATE: 12/01/05

FAX: 301-924-9389

PH: 301-924-4050

CLIENT: IKO Real Estate, Inc.

ATTN: Ramon Espin

PROJECT: Longpoint Way Drainage Improvements

RE: Scope & price

PLANS: On Site Visit

DATE: November 7, 2005

SCOPE OF WORK:

I. Grade adjustments: rear lots 7 thru 11

1. Shoot grades and lay out area of construction.
2. Excavate area to proper elevation. (achieve a minimum of a 2% fall)
3. Haul material off site.
4. Create a swale with an average width of 48".
5. F & I Install sod.

Total Lump Sum Amount \$ 6,150.00 Intl. _____
Six Thousand One Hundred and Fifty Dollars

Exclusions: Maintenance of new sod, Utility adjustments, landscaping

5705 Arundel Avenue ♦ Rockville, MD 20852 ♦ Tel: 301-816-1606 ♦ Fax: 301-816-9443 ♦ www.tammal.com

TAMMAL ENTERPRISES, INC.**PROJECT: Longpoint Way****12/01/05****/OWNER:****TERMS AND CONDITIONS****ITEMS EXCLUDED IN SCOPE OF WORK / UNLESS OTHERWISE STATED IN PROPOSAL**

- Engineering or Layout
- Bonds or Permits
- Herbicide Treatment
- Testing of Material
- Concrete Work of any kind
- Saw Cutting
- Signage
- Concrete Wheel Stops
- Backfill
- Bollards
- Seeding, Sod or Mulch
- Rock excavation
- Crack -filling
- Coal Tar Sealer
- Proof Rolling
- Night, Holiday or Weekend work
- Installation of Speed Bumps
- Pavement Marking
- Prime Coat
- Maintenance of Traffic/Towing
- Stone under Curbing
- Borrow or Fill Material
- Undercutting of unsuitable sub-grade materials
- Sediment & Erosion Control
- Milling or Pavement Profiling
- Excavation or removal of pavement
- Paving or Geo-Tex Fabric
- Demolition
- Cost of handling and or removal of hazardous waste
- Utility Adjustments
- Cleaning of base paving prior to installation of new binder or surface course
- Ramping around utilities, inlets, etc. for winterization.
- OTHER: _____

GENERAL CONDITIONS

1. This proposal may be withdrawn prior to its acceptance and in no event shall it extend beyond 45 days of its date.
2. This proposal will stand alone as a legal and binding document. In the event that a AIA document or other approved contract between the General Contractor (Owner) and the Sub-Contractor is used this proposal will be incorporated as an attachment to that contract.
3. Our standard invoice form will be used, unless otherwise agreed upon.
4. All work to be completed in a professional workmanlike manner according to standard construction practices.
5. Any alterations or deviations from plans or scope of work directed by owner or owner's agent, could generate a change order.
6. We reserve the right to refuse to grade or to pave or to install curbs, sidewalks, etc. on what we determine to be an unsuitable sub-grade. However if the owner directs any such work over our objections the owner will be responsible for all failures, and additional cost overruns.
7. Surface course asphalt should be placed within seven days of base course installation. Failure to place the surface within that time frame voids all warranties.
8. TAMMAL Enterprises will not guarantee drainage or be responsible for ponding water on projects designed with less than 2% fall.
9. It is the customer's responsibility to provide unrestricted access to work area.
10. All cost of liquid asphalt exceeding the posted liquid asphalt price established by the Maryland State Highway Administration on the date of this proposal, will be invoiced and billed accordingly.

PAYMENT TERMS

100% of Invoice upon completion of Work / No Retention Payment due within 30 days of invoice, regardless of when payment is made by Owner. Balances unpaid beyond 30 days from date of invoice will be charged interest at a rate of 1.5% per month until all balances are paid.

ACCEPTANCE OF PROPOSAL

The prices specifications and conditions set forth in this proposal are satisfactory and are hereby accepted. You are authorized to perform the work as specified in your scope of work.

Owner Authorized Signature:		TE INC.	
Printed Name:	Date	Title: Sam Sbona	Date 12/01/05
Title:			

5705 Arundel Avenue ♦ Rockville, MD 20852 ♦ Tel: 301-816-1606 ♦ Fax: 301-816-9443 ♦ www.tammal.com